



Job Description

Education Support Officer

Status:	Permanent (37 hours) Term Time only
Hours:	7.45am to 3.45pm- Monday to Thursday, and 7.45am to 3.15pm - Friday
Line Manager:	Deputy Headteacher (Curriculum)
Responsible For:	N/A
Salary Band:	Band 3

PURPOSE OF JOB

- co-ordinating the **teaching staff cover process**, to ensure that internal and external cover supervisors are organised and deployed to support Departments. This requires the postholder to start at 7.45am.
- undertaking a small number of **cover lessons** each week.
- supporting the Deputy Headteacher (Curriculum) with the organisation and administration of the **CCHS Duke of Edinburgh's Award project**.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

Staff Cover

- Administer teaching staff cover processes to ensure that all timetabled classes are appropriately covered by a member of staff in accordance with the agreed rota, including making any necessary room changes for the day.
- Publish cover duties at the agreed time in the agreed locations.
- Amend cover requirements during the day when required, notifying staff affected promptly.
- Liaise with cover supervisors, individually or via contacts, to arrange additional staffing if required.
- Plan ahead in conjunction with the school calendar to optimise the use of staff and reduce the need to employ additional teachers.
- Undertake a small number of cover lessons each week to support the cover system and inform an understanding of how the process is working.

CCHS Duke of Edinburgh's Award project

- Support the Deputy Headteacher (Curriculum) with the running of the CCHS DofE project.
- Prepare promotional materials for parents and students.
- Co-ordinate meeting times between expedition colleagues and students.
- Prepare and send letters and notices to parents and students about DofE arrangements and deadlines.



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- Work with the Deputy Headteacher to support students with their uploading of evidence to the eDofE website as they progress through the programme.
- Work with Educational Trips & Visits colleagues to prepare paperwork for the expedition element of the programme.

General Duties

- Assist with the development of school administrative systems.
- Actively participate in the annual performance management process.
- Participate in line management meetings and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School policies.